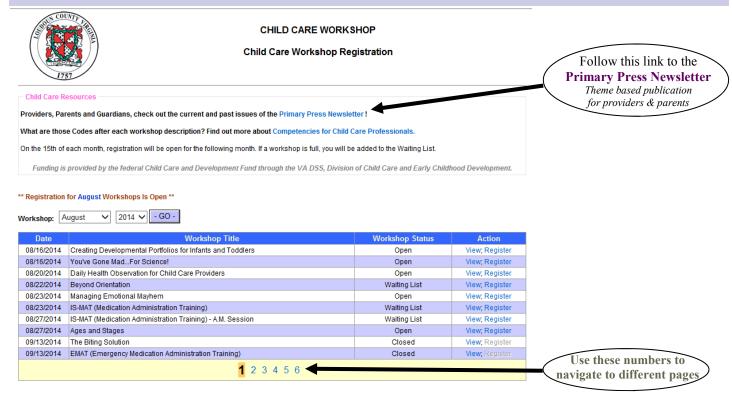
# Childcare Workshop Registration Website

To register for the Child Care Workshops, go to: <a href="https://www.loudoun.gov/childcareworkshop">www.loudoun.gov/childcareworkshop</a>

Funding is provided by the federal Child Care and Development Fund through the VA DSS, Division of Child Care and Early Childhood Development



## **Navigating the Child Care Workshop Registration Website**

#### Month

 Only workshops for the current month and the following month (if it is after the 15th of the current month) are available for registration - upcoming months workshops can still be viewed

### Workshop Status Column

Will say if the workshop is "Open" or "Closed" or if the registration is on a "Waiting List"

#### Action Column

- Click "View" to see the description of the workshop
- Click "Register" to register for the workshop if the registration is open and the "Register" link is active
  - •Fill in the registration information requested (check your spelling)
    - ⇒Participation Certificates will be printed from the way you spell your name here
  - •Click "Register" at the bottom of the page
  - •Registration is now complete and a confirmation email will be sent for each registration!!
- If the workshop is full, the completed registration will automatically be placed on the Waiting List and a waiting list confirmation email will be sent



**Any Questions?** 

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